

BOARD OF DIRECTORS – ACTION SUMMARY
Wednesday, October 15, 2003 – 6:00 p.m.

Administration Building
2101 Hurley Way, Sacramento, CA

CALL TO ORDER

The meeting was called to order by President Goold. Board Members present: Duveneck, Engellenner, Goold, Granados, Jones, Lawson, Stewart, Trujillo, Valley. Staff: Fire Chief Martinez, General Counsel Price, Board Clerk Tilson.

PLEDGE OF ALLEGIANCE

AWARDS—(Perkins)

A. Commendation—James Brunn

Battalion Chief Perkins provided an overview of a choking incident occurring August 16, 2003, at Brother Oliver's Restaurant in Carmichael.

Fire Chief Martinez presented a Life Saving Commendation plaque to James Brunn, the General Manager of Brother Oliver's Restaurant, in recognition of his immediate reaction and performance of the life-saving Heimlich maneuver on the 81-year old female patron.

B. Commendation—Gabriella Polomik

C. Commendation—Bryan Polomik

Battalion Chief Perkins described the July 11, 2003 incident involving a medical aid response to a report of an infant drowning in an apartment complex in Fair Oaks. Upon arrival, Gabriella Polomik was performing mouth-to-mouth resuscitation on a three-year old male that had been removed from the pool by her son, Bryan. The infant was breathing and was transported to the hospital.

Fire Chief Martinez presented Life Saving Commendation plaques to both Gabriella Polomik and her son, Bryan Polomik, in recognition of their rapid response and life saving care rendered to a member of our community.

- A host of family and friends were present on behalf of all three recipients.

PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN DISTRICT JURISDICTION INCLUDING ITEMS ON OR NOT ON THE AGENDA

Captain Tim Maybee referred to a letter distributed to the Board from the Sacramento Metropolitan Firefighters Association (SMFA) dated October 15, 2003 regarding the SMFA Annual Crab Feed on January 16 and 17, 2004 at the St. John Vianney Hall located at 10497 Coloma Road, Rancho Cordova. Appreciation was extended to those in the past who sponsored corporate tables. This year all proceeds will go directly to the SMFA, Widow and Orphan Fund, and requested support to achieve a goal of \$20,000 by sponsoring a corporate table for either \$150 or \$250. Tickets go on sale Saturday, October 25, 2003 at 9:00 a.m. at Fire Station 61.

CONSENT AGENDA:**1. Board Meeting Action Summary—October 1, 2003**

- **Board Action:**
Engellenner/Stewart—Approve the Consent Agenda. Unanimous in favor. Motion carried.

ACTION ITEM (S)**1. Easement Agreement for Sprint PCS – Station 26—(Price)**

- Sprint PCS is negotiating the installation of a cellular tower in a county park adjacent to Station 26 and this easement is needed to satisfy the Sacramento County planning requirements. Sprint will pay the District \$100 for this easement pursuant to the agreement.
- Staff recommends the District grant the proposed easement to Sprint PCS and execute the easement documents to be recorded by Sprint PCS.
- **Board Action:**
Stewart/Engellenner—Approve the staff recommendation. Unanimous vote in favor.

2. Bid Award – Ambulance Billing Services— (Connor/Simcoe)

- In response to a Request for Bids including extensive, detailed requirements for collection, recordation and transmittal of data, one bid was received from the following service provider:

Wittman Enterprises, LLC

Staff evaluated the bid -- Wittman Enterprises, our current billing service, was selected because it is the lowest responsive bid, meets all of the required specifications, will continue to provide the services at the previously quoted fee of 5.9% of billing collected, and has offered a guarantee to increase their collection rate from 73% to 78% of collections billed.

With the service fee of 5.9% and if the increase in the collections rate from 73% to 78% is realized, the net income to the District could increase approximately \$500,000.

- Staff recommends approval and the Fire Chief be authorized to contract for ambulance billing services with Wittman Enterprises, LLC.
- **Board Action:**
Engellenner/Duveneck—Approve the staff recommendation. Unanimous vote in favor.

3. Schematic Plans for Fire Stations—(Horel)

- Schematic design drawings of site, floor and building elevations were presented at the October 1 Board meeting for the first two of eight proposed fire stations which also served to define District prototypes for subsequent design and construction in an effort to maximize the Fire Station Replacement Program.
- Dan Dameron and Tyler Babcock, MFDB architects, were present to address the concerns expressed at the last meeting, and the result of meetings with Directors Duveneck and Jones.
- Tyler Babcock presented a modified elevation and perspective drawings of the Eastern/Berrendo fire station site. Two fundamental design changes were illustrated to address the concern of the residential character of the station: the public lobby entrance was enhanced with an increase in the depth of the entrance from Eastern with added windows facing west on the lobby entrance, and the roofing material was changed to a concrete tile roof in lieu of metal for neighborhood compatibility.
- Second area of concern dealt with the restroom accommodations and basic human needs in a fire station. The design is in accordance with the program requirements defined by the Facilities Design Criteria approved by the Board in June 2002, which included a cost-effective concept of the unisex design and dormitory areas; number of restrooms exceeds the Criteria and any Code requirement, but the appropriate ratio is a Board policy decision.

As a result of a meeting with Director Jones, a minor modification was made to the floor plan for the Hazel/Roediger station with the addition of another unisex restroom for a total of four; some concerns still are not mitigated.

- Director Jones stated there is a need for a bona fide, broader participation in the design configuration from line personnel – firefighters, engineers, and captains, who will be living and working in these fire stations.
- Captain Pat Monahan, representing Local 522, stated blueprints were received on October 1 and Pat Cook accepted the floor plans, but there was inadequate time for input. Only one firefighter participated in the development of the Facility Design Criteria. Now is the time to make changes and felt it appropriate to come up with a committee for input before taking action.
- Director Granados suggested the Eastern/Berrendo site not be considered as part of the template because it is smaller and did not meet the set parameters and is an anomaly; concentrate on the Hazel/Roediger site as the prototype.
- **Board Action:**
Jones/Engellenner—postpone action to the Board meeting of November 19 with a report back from the Fire Station Design Criteria Committee comprised of current Committee members, additional members including Directors Jones, Lawson, Valley and up to 9 line personnel appointed by Local 522 not to exceed a total of 12; three committee meetings to be held including site visits, committee input back by November 10. Directors Duveneck, Engellenner, Goold, Granados, Jones, Lawson, Trujillo, Valley, AYE. Director Stewart, No. Motion passed.

Meeting back to order @ 7:55 p.m. following a recess

4. RESOLUTIONS TO ACQUIRE REAL PROPERTY—(Horel)

- Negotiations have been concluded to acquire four new fire station parcels. The purchase price on each is within the authority granted to District staff by the Board during real property negotiation briefings for a total acquisition cost of \$3,005,000, as follows:

Hazel/Roediger	0.25 acres	4919 Hazel Ave., Fair Oaks	\$ 145,000
Sunrise/Douglas	2.44 acres	Douglas Road, Rancho Cordova	\$ 500,000
Rio Linda	5.0 acres	6609 Rio Linda Blvd., Rio Linda	\$ 510,000
Watt/Myrtle	6.3 acres	Watt & Myrtle, North Highlands	\$1,850,000

There will be some minor closing costs with the proviso that escrow closes.

- Staff recommends the following four Resolutions be adopted to authorize the purchase of the real property.
- A. **Resolution No. 53-03-Authorize the Purchase of a Portion of 4919 Hazel Avenue and Designation of Fire Chief to Sign Legal Documents on Behalf of District**
- **Board Action:**
Stewart/Engellenner—Adopt the Resolution. Unanimous in favor.
- B. **Resolution No. 54-03-Authorize the Purchase of a Portion of APN 067-0030-009 Located on Douglas Road Near Sunrise Boulevard and Designation of Fire Chief to Sign Legal Documents on Behalf of District**
- **Board Action:**
Stewart/Engellenner—Adopt the Resolution. Unanimous in favor.
- C. **Resolution No. 55-03-Authorize the Purchase of a Portion of 6609 Rio Linda Boulevard and Designation of Fire Chief to Sign Legal Documents on Behalf of District**
- **Board Action:**
Trujillo/Lawson—Adopt the Resolution. Unanimous in favor.
- D. **Resolution No. 56-03-Authorize the Purchase of a Portion of APNs 240-0660-010 & 011 Located on the NWC of Myrtle Avenue and Watt Avenue and Designation of Fire Chief to Sign Legal Documents on Behalf of District**
- **Board Action:**
Stewart/Jones—Adopt the Resolution. Directors Duveneck, Goold, Granados, Jones, Lawson, Stewart, Trujillo, Valley, AYE. Director Engellenner, abstaining. Motion carried.

PRESENTATION ITEM (S)

1. Overview of Grants Received—(Turner)

- At the direction of the Board and Fire Chief, staff continues to pursue Grant funding for the District.

- A spreadsheet overview was presented depicting Grants received with a breakdown by Equipment and Personnel; currently exceeding \$2 million over the past four years, with a brief synopsis of each. Additional monies are expected with the release of fiscal year 2004 Office of Domestic Preparedness grant funding late this year.
- Fire Chief Martinez pointed out that some Authorized Personnel positions on staff are being funded through grant monies.

Director Granados requested an updated Operational/Organizational chart.

- Fire Chief Martinez acknowledged Battalion Chief Turner and Captain Stoddard for their grant application efforts.
- President Goold recommended the addition of staff personnel dedicated solely to grant writing to actively pursue all sources of available grant funding.

2. AB 2840-Retiree Military Buy-Back—(Thomas)

- Announced the reelection of the following at the General Membership Meeting of the International Association of Firefighters Local 522: Brian Rice, President; Pat Monahan, Vice President; Kyle Thomas, Secretary/Treasurer; there is a contest for the City of Sacramento Vice President; Trustee for Sacramento Metropolitan Fire is Ray Stedronsky.
- Issue resolved—Resolution No. 26-01 dated March 21, 2001, amended the District contract with CalPERS, and Government Code Section 21027 providing for retiree military buy-back is already in our contract.

PRESIDENT'S REPORT—(Goold)

- Board Governance Training—There will be a social dinner for the Directors and a guest subsequent to the Friday meetings on November 7 and December 5. Requested the Directors notify Board Clerk Tilson of the number in attendance for planning purposes. Board members to be notified of the selected location. No District business to be discussed.

FIRE CHIEF'S REPORT—(Martinez)

- Metro Copter #1 Helicopter incident—experienced a mechanical malfunction today with fire in the engine damaging the motor. Battalion Chief Gary Klopfenstein performed an emergency landing at Mather with no injury. Distributed photographs of the helicopter and damaged areas. Investigation to be conducted.
- October 7 election—no knowledge of its effect on his position as Chief Deputy Director of the California Office of Homeland Security. Not much change expected in the short-term because of the objectives and mission of the office. Participating in development of a transition document/process for the new administration.
- Deputy Chief Appel and Counsel Price attended a meeting today at LAFCo on the Airgas annexation of two parcels to the City of Sacramento. A representative of the City distributed some statistics and a document intended to capture the automatic/mutual aid for the last fiscal year showing almost a 6–1 ratio of responses from their jurisdiction into a combination of Metro and West Sacramento—our figures dispute the accuracy. In support of community endeavors to incorporate but distribution of inaccurate information demands a firm position and concentration on long-term solutions.
- Boundary drops—critical evaluation needed.
- Responding to Director Granados, a focused report is needed on specific areas of mutual/automatic aid and boundary drop issues versus an Annual Report.

GENERAL COUNSEL'S REPORT—(Price) None.

COMMITTEE AND DELEGATE REPORTS:**Executive Committee—(Goold)**

- Next meeting to be determined.

Communications Center Delegate—(Engellenner)

- Personnel Committee met October 8—nationwide search for a Communications Center Manager to be brought back to the Board sometime in November.
- Next Meeting: October 28, 2003 – 10:30 a.m.

California Fire & Rescue Training Authority—(Stewart)

- Next Meeting: TBD

Finance Committee—(Jones)

- Presentation on today's meeting received.
- Next meeting: November 19, 2003 – 5:30 p.m.

Policy Committee—(Duveneck)

- Next meeting: November 5, 2003 – 5:15 p.m.

BOARD MEMBER QUESTIONS AND COMMENTS**Valley:**

- Encouraged the District to monitor the annexations.

Trujillo:

- Welcomed Director Lawson to his first Board meeting.

Granados:

- Welcomed Director Lawson and congratulated the Union members on their reelection.

Jones:

- Thanked Michelle Cummings for her assistance in arranging for an engine to participate in her neighborhood annual picnic on October 25. Everyone is invited.

Stewart:

- Echoed Board sentiments on the election of the Local 522 members and welcomed the new Board member.

Engellenner:

- Questioned the social gathering at a restaurant following the Board Governance meetings and stated he will not participate in anything if the taxpayer has to pick up the bill.

Duveneck:

- Congratulated the members of the Local 522 Executive Board on their reelection and welcomed Director Lawson.
- Good job on bringing the ship down safely—felt the helicopter will be more important as we grow and will save a lot of personnel from being on the line. Inquired about type of runs for last six months for a future date report.
- Questioned whether or not the retired firefighter who was driving up here from Contra Costa and saved a life should be recognized.

Director Jones stated it was a Sacramento City incident and awards recognition is under the auspices of the California Highway Patrol and the City.

RECESS FOLLOWED BY CLOSED SESSION 9:00 PM

Director Engellenner left at 10:30 p.m.

RECONVENE TO OPEN SESSION 10:35 PM/CLOSED SESSION REPORT

Report by Counsel Price:

1. LABOR NEGOTIATIONS

Pursuant to California Government Code Section 54957.6

District Negotiator: Deputy Chief Teresa Means

Employee Organization: Sacramento Area Fire Fighters Local 522

The Board provided direction to the Fire Chief and negotiation team for upcoming labor negotiations—no action taken.

2. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to the California Government Code Section 54956.9(b) – One (1) Case

No discussion.

3. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Pursuant to California Government Code Section 54957(b)

Board received a briefing from the Fire Chief and provided direction to staff—no action taken.

ORIENTATION ON BOARD LAPTOPS—(Ritter)

Laptops were distributed to the Board Directors with Director Engellenner not participating.

Deputy Chief Ritter extended credit for the laptop project orientation and training to his staff members present tonight: Captain Bob Baumann, Lisa Westover, and Trish Frederick.

A video with step-by-step instructions, training booklet, and a CD with a sample Agenda were included in the laptop instructions by Lisa Westover of the Technical Services Division.

ADJOURNMENT:

The meeting was adjourned at 11:00 p.m.

Grant B. Goold, President

James M. Stewart, Secretary

Charlotte Tilson, Clerk of the Board